

Making Everything Easier!™

# Photoshop® Elements 13

FOR  
**DUMMIES**®  
A Wiley Brand

## Learn to:

- Quickly correct common problems like flat contrast and dull color
- Add an artistic touch with filters and effects
- Create prints, slide shows, and photo books

**IN FULL COLOR!**

**Barbara Obermeier**

*Author of Photoshop All-in-One For Dummies*

**Ted Padova**

*Recognized authority on Adobe Acrobat and digital imaging*



# ***Photoshop® Elements 13***

FOR  
**DUMMIES®**  
A Wiley Brand

**by Barbara Obermeier  
and Ted Padova**

FOR  
**DUMMIES®**  
A Wiley Brand

## **Photoshop® Elements 13 For Dummies®**

Published by: **John Wiley & Sons, Inc.**, 111 River Street, Hoboken, NJ 07030-5774, [www.wiley.com](http://www.wiley.com)

Copyright © 2014 by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

**Trademarks:** Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. Photoshop is a registered trademark of Adobe Systems Incorporated. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

|   |
|---|
| <p><b>LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY:<br/>THE PUBLISHER AND THE AUTHOR MAKE NO<br/>REPRESENTATIONS OR WARRANTIES WITH<br/>RESPECT TO THE ACCURACY OR COMPLETENESS<br/>OF THE CONTENTS OF THIS WORK AND<br/>SPECIFICALLY DISCLAIM ALL WARRANTIES,<br/>INCLUDING WITHOUT LIMITATION WARRANTIES</b></p> |
|---|

**OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.**

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit [www.wiley.com/techsupport](http://www.wiley.com/techsupport).

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book

refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit [www.wiley.com](http://www.wiley.com).

Library of Congress Control Number is available from the publisher.

ISBN 978-1-118-96464-4 (pbk); ISBN 978-1-118-96465-1 (ebk); ISBN 978-1-118-96470-5 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

# PHTS For Dummies

Visit

[www.dummies.com/cheatsheet/photo-shopelements](http://www.dummies.com/cheatsheet/photo-shopelements) to view this book's cheat sheet.

## Table of Contents

### Introduction

[About This Book](#)

[Icons Used in This Book](#)

[Beyond the Book](#)

[Where to Go from Here](#)

### Part I: Getting Started with Photoshop Elements 13

#### Chapter 1: Getting Started with Image Editing

[Launching the Photo Editor](#)

[Making Basic Edits in Quick Mode](#)

[Sharing a Photo](#)

[Creating Images from Scratch](#)

[Retracing Your Steps](#)

[Using the History panel](#)

[Reverting to the last save](#)

[Getting a Helping Hand](#)

[Saving Files with Purpose](#)

[Using the Save/Save As dialog box](#)

[Saving files for the web](#)

#### Chapter 2: Basic Image-Editing Concepts

[Grapppling with the Ubiquitous Pixels](#)

[Understanding resolution](#)

[Understanding image dimensions](#)

[The Art of Resampling](#)

[Changing image size and resolution](#)

[Understanding the results of resampling](#)

[Choosing a Resolution for Print or Onscreen](#)

[Go Ahead — Make My Mode!](#)

[Converting to Bitmap mode](#)

[Converting to Grayscale mode](#)

## [Understanding File Formats](#)

[File formats at a glance](#)

[Audio and video formats supported in Elements](#)

## [Getting Familiar with Color](#)

### [Getting Color Right](#)

[Color the easy way](#)

[Calibrating your monitor](#)

[Choosing a color workspace](#)

[Understanding how profiles work](#)

## **[Chapter 3: Exploring the Photo Editor](#)**

### [Examining the Photo Editor](#)

[Examining the image window](#)

[Uncovering the contextual menus](#)

[Selecting the tools](#)

[Selecting from the Tool Options](#)

[Playing with panels](#)

### [Using the Photo Bin](#)

[Creating different views of an image](#)

[Viewing filenames](#)

[Using Photo Bin Actions](#)

### [Finding Your Bearings in Guided Mode](#)

### [Controlling the Editing Environment](#)

[Launching and navigating preferences](#)

[Checking out all the preferences panes](#)

### [Customizing Presets](#)

## **[Part II: Managing Media](#)**

## **[Chapter 4: Navigating the Organizer](#)**

### [Organizing Photos and Media on a Hard Drive](#)

### [Adding Images to the Organizer](#)

[Adding files from folders and removable media](#)

[Downloading camera images with the Elements Downloader](#)

[Importing additional photos from folders](#)

[Getting photos from iPhoto \(Mac only\)](#)

### [Navigating the Media Browser](#)

### [Using a Scanner](#)

[Understanding image requirements](#)

[Using scanner plug-ins \(Windows\)](#)

[Scanning on the Mac](#)

[Scanning many photos at a time](#)

### [Phoning in Your Images](#)

### [Setting Organizer Preferences](#)

## **[Chapter 5: Organizing Your Pictures](#)**

### [Touring the Organizer](#)

## [Organizing Groups of Images with Tags](#)

[Creating and viewing a tag](#)

[Adding icons to tags](#)

[Working with custom tags](#)

[Working with default tags](#)

[Working with subcategories](#)

[Sorting photos according to tags](#)

## [Rating Images with Stars](#)

### [Adding Images to an Album](#)

[Creating an album](#)

[Using albums for temporary work](#)

[Editing an album](#)

[Finding out more about sharing your albums](#)

### [Adding People in the Media Browser](#)

### [Placing Pictures on Maps](#)

### [Working with Events](#)

## **[Chapter 6: Viewing and Finding Your Images](#)**

### [Cataloging Files](#)

[Using the Catalog Manager](#)

[Working with catalogs](#)

[Backing up your catalog](#)

[Backing up photos and files \(Windows\)](#)

### [Switching to a Different View](#)

### [Viewing Photos in a Slide Show](#)

### [Searching for Photos](#)

[Using Search](#)

[Searching for untagged items](#)

[Searching captions and notes](#)

[Searching by history](#)

[Searching metadata](#)

[Searching similarities](#)

### [Grouping Files That Get in the Way](#)

[Marking files as hidden](#)

[Stacking 'em up](#)

[Creating versions](#)

## **[Part III: Selecting and Correcting Photos](#)**

### **[Chapter 7: Making and Modifying Selections](#)**

#### [Defining Selections](#)

#### [Creating Rectangular and Elliptical Selections](#)

[Perfecting squares and circles with Shift and Alt \(Option on the Mac\)](#)

[Applying Marquee options](#)

#### [Making Freeform Selections with the Lasso Tools](#)

[Selecting with the Lasso tool](#)

[Getting straight with the Polygonal Lasso tool](#)

[Snapping with the Magnetic Lasso tool](#)

#### [Working Wizardry with the Magic Wand](#)



[Talking about Tolerance](#)

[Wielding the Wand to select](#)

## [Modifying Your Selections](#)

[Adding to, subtracting from, and intersecting a selection](#)

[Avoiding key collisions](#)

## [Painting with the Selection Brush](#)

## [Painting with the Quick Selection Tool](#)

## [Fine-Tuning with the Refine Selection Brush](#)

## [Working with the Cookie Cutter Tool](#)

## [Eliminating with the Eraser Tools](#)

[The Eraser tool](#)

[The Background Eraser tool](#)

[The Magic Eraser tool](#)

## [Using the Select Menu](#)

[Selecting all or nothing](#)

[Reselecting a selection](#)

[Inversing a selection](#)

[Feathering a selection](#)

[Refining the edges of a selection](#)

[Using the Modify commands](#)

[Applying the Grow and Similar commands](#)

[Saving and loading selections](#)

# **[Chapter 8: Working with Layers](#)**

## [Getting to Know Layers](#)

[Converting a background to a layer](#)

[Anatomy of the Layers panel](#)

[Using the Layer and Select menus](#)

## [Working with Different Layer Types](#)

[Image layers](#)

[Adjustment layers](#)

[Fill layers](#)

[Shape layers](#)

[Type layers](#)

## [Tackling Layer Basics](#)

[Creating a new layer from scratch](#)

[Using Layer via Copy and Layer via Cut](#)

[Duplicating layers](#)

[Dragging and dropping layers](#)

[Using the Paste into Selection command](#)

## [Moving a Layer's Content](#)

## [Transforming Layers](#)

## [Adding Layer Masks](#)

## [Flattening and Merging Layers](#)

[Flattening layers](#)

[Merging layers](#)

# **[Chapter 9: Simple Image Makeovers](#)**

## Cropping and Straightening Images

[Cutting away with the Crop tool](#)

[Cropping with a selection border](#)

[Straightening images](#)

## Recomposing Images

### Employing One-Step Auto Fixes

[Auto Smart Tone](#)

[Auto Smart Fix](#)

[Auto Levels](#)

[Auto Contrast](#)

[Auto Color Correction](#)

[Auto Sharpen](#)

[Auto Red Eye Fix](#)

## Editing in Quick Mode

### Fixing Small Imperfections with Tools

[Cloning with the Clone Stamp tool](#)

[Retouching with the Healing Brush](#)

[Zeroing in with the Spot Healing Brush](#)

[Repositioning with the Content-Aware Move tool](#)

[Lightening and darkening with Dodge and Burn tools](#)

[Smudging away rough spots](#)

[Softening with the Blur tool](#)

[Focusing with the Sharpen tool](#)

[Sponging color on and off](#)

[Replacing one color with another](#)

## **Chapter 10: Correcting Contrast, Color, and Clarity**

### Editing Your Photos Using a Logical Workflow

#### Adjusting Lighting

[Fixing lighting with Shadows/Highlights](#)

[Using Brightness/Contrast](#)

[Pinpointing proper contrast with Levels](#)

#### Adjusting Color

[Removing color casts automatically](#)

[Adjusting with Hue/Saturation](#)

[Eliminating color with Remove Color](#)

[Switching colors with Replace Color](#)

[Correcting with Color Curves](#)

[Adjusting skin tones](#)

[Defringing layers](#)

[Adjusting color temperature with photo filters](#)

[Mapping your colors](#)

#### Adjusting Clarity

[Removing noise, artifacts, dust, and scratches](#)

[Blurring when you need to](#)

[Sharpening for better focus](#)

### Working Intelligently with the Smart Brush Tools

## **Part IV: Exploring Your Inner Artist**

## **Chapter 11: Playing with Filters, Effects, Styles, and More**

### Having Fun with Filters

- [Applying filters](#)
- [Corrective or destructive filters](#)
- [One-step or multistep filters](#)
- [Fading a filter](#)
- [Selectively applying a filter](#)
- [Working in the Filter Gallery](#)
- [Distorting with the Liquify filter](#)

### Correcting Camera Distortion

### Exploring Element's Unique Filters

- [Creating a comic](#)
- [Getting graphic](#)
- [Using the Pen and Ink filter](#)

### Dressing Up with Photo and Text Effects

### Adding Shadows, Glows, and More

- [Applying layer styles](#)
- [Working with layer styles](#)

### Mixing It Up with Blend Modes

- [General blend modes](#)
- [Darken blend modes](#)
- [Lighten blend modes](#)
- [Lighting blend modes](#)
- [Inverter blend modes](#)
- [HSL blend modes](#)

### Using Photomerge

- [Photomerge Panorama](#)
- [Photomerge Group Shot](#)
- [Photomerge Scene Cleaner](#)
- [Photomerge Exposure](#)
- [Photomerge Compose](#)

## **Chapter 12: Drawing and Painting**

### Choosing Color

- [Working with the Color Picker](#)
- [Dipping into the Color Swatches panel](#)
- [Sampling with the Eyedropper tool](#)

### Getting Artsy with the Pencil and Brush Tools

- [Drawing with the Pencil tool](#)
- [Painting with the Brush tool](#)
- [Using the Impressionist Brush](#)
- [Creating your own brush](#)

### Filling and Outlining Selections

- [Fill 'er up](#)
- [Outlining with the Stroke command](#)

### Splashing on Color with the Paint Bucket Tool

### Working with Multicolored Gradients

[Applying a preset gradient](#)

[Customizing gradients](#)

### [Working with Patterns](#)

[Applying a preset pattern](#)

[Creating a new pattern](#)

### [Creating Shapes of All Sorts](#)

[Drawing a shape](#)

[Drawing multiple shapes](#)

[Specifying Geometry options](#)

[Editing shapes](#)

## **[Chapter 13: Working with Type](#)**

### [Understanding Type Basics](#)

[Tools](#)

[Modes](#)

[Formats](#)

### [Creating Point Type](#)

### [Creating Paragraph Type](#)

### [Creating Path Type](#)

[Using the Text On Selection tool](#)

[Using the Text On Shape tool](#)

[Using the Text On Custom Path tool](#)

### [Specifying Type Options](#)

### [Editing Text](#)

### [Simplifying Type](#)

### [Masking with Type](#)

### [Stylizing and Warping Type](#)

[Adjusting type opacity](#)

[Applying filters to your type](#)

[Painting your type with color and gradients](#)

[Warping your type](#)

## **[Part V: Printing, Creating, and Sharing](#)**

### **[Chapter 14: Getting It on Paper](#)**

#### [Getting Pictures Ready for Printing](#)

#### [Working with Color Printer Profiles](#)

[Printing a photo with the printer managing color](#)

[Printing a photo with Elements managing color](#)

[Printing a picture package or contact sheet](#)

#### [Getting Familiar with the Print Dialog Box](#)

[Using Page Setup](#)

[Creating transfers, borders, and more with More Options](#)

### **[Chapter 15: Sharing Your Work](#)**

#### [Getting Familiar with the Elements Sharing Options](#)

[Planning ahead](#)

[Understanding photo sharing in Elements](#)

#### [Working with Adobe Revel](#)

[Knowing what Adobe Revel offers you](#)  
[Downloading the Adobe Revel applications](#)  
[Understanding the Adobe Revel interface](#)  
[Editing a photo with Adobe Revel](#)  
[Sharing photos with Adobe Revel](#)  
[Downloading images from Adobe Revel](#)

#### [Using the Share Panel](#)

[Emailing photos](#)  
[Working with Adobe Premiere Elements](#)  
[Sharing your photos on social networks](#)

### **[Chapter 16: Making Creations](#)**

[Checking Out the Create Panel](#)  
[Creating Facebook Cover Images](#)  
[Grasping Creation-Assembly Basics](#)  
[Creating a Slide Show](#)  
[Creating a PDF Slide Show](#)  
[Making Additional Creations](#)

## **[Part VI: The Part of Tens](#)**

### **[Chapter 17: Ten Tips for Composing Better Photos](#)**

[Find a Focal Point](#)  
[Use the Rule of Thirds](#)  
[Cut the Clutter](#)  
[Frame Your Shot](#)  
[Employ Contrast](#)  
[Experiment with Viewpoints](#)  
[Use Leading Lines](#)  
[Use Light](#)  
[Give Direction](#)  
[Consider Direction of Movement](#)

### **[Chapter 18: Ten More Project Ideas](#)**

[Screen Savers](#)  
[Flyers, Ads, and Online Auctions](#)  
[Clothes, Hats, and More](#)  
[Posters](#)  
[Household and Business Inventories](#)  
[Project Documentation](#)  
[School Reports and Projects](#)  
[Blogs](#)  
[Wait — There's More](#)

## **[About the Authors](#)**

## **[Cheat Sheet](#)**

## **More Dummies Products**

# Introduction

---

We live in a photo world. And Photoshop Elements has become a tool for both professional and amateur photographers who want to edit, improve, manage, manipulate, and organize photos and other media. Considering the power and impressive features of the program, Elements remains one of the best values for your money among computer software applications.

## *About This Book*

This book is an effort to provide as much of a comprehensive view of a wildly feature-rich program as we can. Additionally, this book is written for a cross-platform audience. If you're a Macintosh user, you'll find all you need to work in Elements 13 for the Macintosh, including support for placing photos on maps and more consistency with Windows features.

As each software product is upgraded to a newer version, you sometimes find a whole bunch of new features that dazzle you and sometimes you find not so many new features but much more improved performance. Photoshop Elements 13 is focused on the latter. You find some new and interesting features such as a few more Guided Edits, a completely new Slideshow tool, a Facebook Profile Creator, Selection Editing, more 16-bit support, Crop suggestions, and Photomerge Compose. However the real power in Photoshop Elements 13 is under the hood and features you don't see such as much improved performance and support for Windows 64-bit operating systems.

Because Photoshop Elements has something for just about everyone, we know that our audience is large and also that not everyone will use every tool, command, or method we describe. We offer many cross-references throughout in case you want to jump around. You can go to just about any chapter and start reading. If a concept needs more explanation, we point you in the right direction for getting some background.

Throughout this book, especially in step lists, we point you to menus for keyboard commands. For accessing a menu command, you may see something like this:

Choose File⇒Get Photos⇒From Files and Folders.

You click the File menu to open its drop-down menu, click the menu command labeled Get Photos, and then choose the command From Files and Folders from the submenu that appears. It's that simple.

We also refer to *context menus*, which jump up at your cursor position and shows you a menu of options related to whatever you're doing at the time. To open a context menu, just right-click the mouse, or Control-click on a Macintosh if you don't have a two-button mouse.

When we mention that keys need to be pressed on your keyboard, the text looks like this:

Press Alt+Shift+Ctrl+S (Option+Shift+⌘+S on the Macintosh).

In this case, you hold down the Alt key on Windows/the Option key on the Macintosh, then the Shift key, then the Control key on Windows/the ⌘ key on the Macintosh, and then press the S key. Then, release all the keys at the same time.



# *Icons Used in This Book*

In the margins throughout this book, you see icons indicating that something is important.



This icon informs you that this item is a new feature in Photoshop Elements 13.



Pay particular attention when you see the Warning icon. This icon indicates possible side-effects or damage to your image that you might encounter when performing certain operations in Elements.



This icon is a heads-up for something you may want to commit to memory. Usually, it tells you about a shortcut for a repetitive task, where remembering a procedure can save you time.



A Tip tells you about an alternative method for a procedure, giving you a shortcut, a workaround, or some other type of helpful information.



This icon points out online articles that expand on a topic in this book. To find all this great extra content, point your browser to [www.dummies.com/extras/photoshopelements](http://www.dummies.com/extras/photoshopelements).



Elements is a computer program, after all. No matter how hard we try to simplify our explanation of features, we can't entirely avoid some technical information. If a topic is a little on the technical side, we use this icon to alert you that we're moving into a complex subject. You won't see many of these icons in the book because we try our best to give you the details in nontechnical terms.

## ***Beyond the Book***

We have online content that you can enjoy in conjunction with this book:

- ✓ **Cheat Sheet:** The cheat sheet for this book includes a detailed look at the Elements photo editing workspace, Tool Panel shortcuts, and tricks for selecting objects, and more.

[www.dummies.com/cheatsheet/photoshopelements](http://www.dummies.com/cheatsheet/photoshopelements)

- ✓ **Online articles:** We couldn't fit everything we wanted into this book, so you can find additional content here:

[www.dummies.com/extras/photoshopelements](http://www.dummies.com/extras/photoshopelements)

A few of the topics covered are organizing and importing photos, dynamically updating saved searches, finding and loading actions, and adjusting brightness/contrast with the Smart Brush tool. But there's much more than these few topics. Be sure to check these out.

## ***Where to Go from Here***

Try to spend a little time reading through the three chapters in Part I. After you know how to edit and save photos, feel free to jump around and pay special attention to the cross-referenced chapters, in case you get stuck on a concept. After exploring Elements' Photo Editor look over Part II, where we talk about organizing and searching photos. If you're ready to jump into more advanced tasks, check out Parts III and IV, where you learn how to make selections; layer images and effects together; add filters and type; and much much more.

We hope you have much success and enjoyment in using Adobe Photoshop Elements 13, and it's our sincere wish that the pages ahead provide you with an informative and helpful view of the program.

Part I  
**Getting Started with  
Photoshop Elements 13**



For Dummies can help you get started with lots of subjects. Visit [www.dummies.com](http://www.dummies.com) to learn more.

## ***In this part ...***

- ✓ Open the Photo Editor and make quick and easy edits to one of your photos in Quick mode.
- ✓ Choose the right resolution for your image.
- ✓ Select the best file format when you save your image.
- ✓ Tour the Photo Editor interface so that you know how to switch among images and navigate the many panels and options.



# Chapter 1

## Getting Started with Image Editing

---

### ***In This Chapter***

- ▶ Starting the Photo Editor
  - ▶ Opening, editing, sharing, and saving a photo
  - ▶ Creating a new document
  - ▶ Using Undo History
  - ▶ Finding help
  - ▶ Saving your files
- 

Image editing is incredibly fun, especially with a tool like Photoshop Elements, which enables you to modify, combine, and even draw your own images to your imagination's content. To get the most out of Elements, you need to understand some basic technical concepts, but like most people, you probably want to jump in, play around, and basically just get started right away.

You're in luck: In Quick mode, Elements helps you make basic edits to your photos, like revealing your child's face darkened by a baseball cap's shadow or cropping out the gigantic trash can on the left edge of your otherwise perfect landscape shot. In this chapter, we help you jumpstart your image-editing skills by guiding you through Quick mode and how to share photos online, retracing your steps, saving your edits, and more.

# *Launching the Photo Editor*

Photoshop Elements has two separate components:

- ✓ **The Organizer** is where you manage photos. It's full of tools for tagging, rating, sorting, and finding your images. Part [11](#) helps you start using the Organizer.
- ✓ **The Photo Editor** is where you correct photos for brightness and color, add effects, repair images, and so on.

In this chapter, you work in the Photo Editor to make basic edits to a photo.

Here's how to start Elements and open the Photo Editor:

1. **Double-click the Photoshop Elements shortcut on your desktop or in your Applications folder (Mac) to launch the Elements Welcome screen.**

**Note:** You have two buttons on the Welcome screen. The first button is Organizer. The other button is Photo Editor.

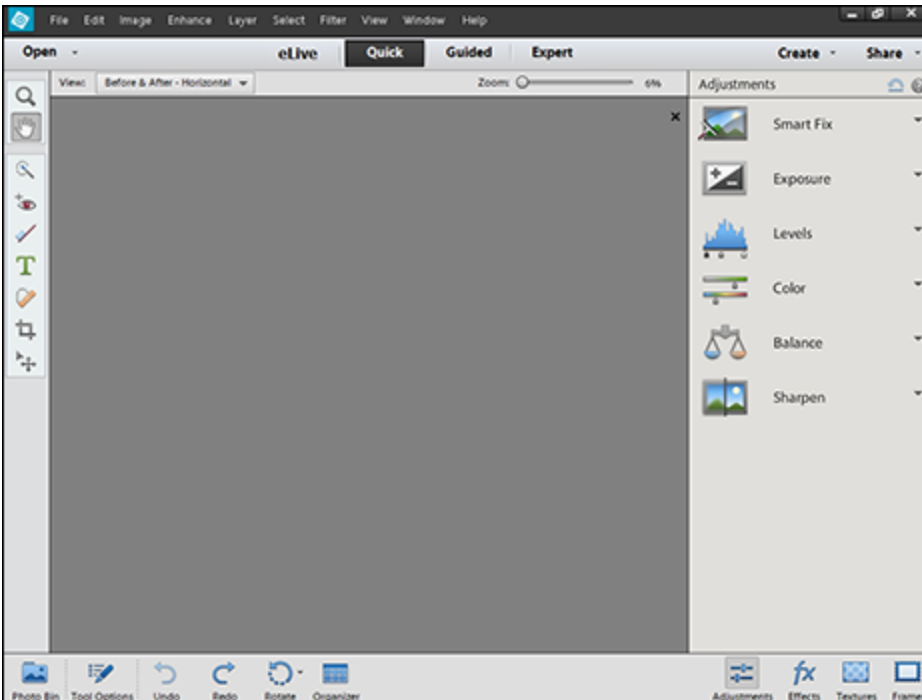
2. **Click the Photo Editor button shown in the Welcome screen in [Figure 1-1](#).**

The Photo Editor workspace loads and appears, as shown in [Figure 1-2](#). By default, you see the Quick tab selected at the top of the Photo Editor workspace, which means you're in Quick mode (or right where you want to be for the purposes of this chapter). Quick mode offers a limited number of tools for adjusting brightness, contrast, color, and sharpness.



**Figure 1-1:** The Photoshop Elements Welcome screen.

When you first launch Photoshop Elements, you may see the eLive tab open. Click the Quick tab to see the editing options for Quick mode. See the section, “[Getting a Helping Hand](#),” later in this chapter for more about eLive.



**Figure 1-2:** The Quick tab is selected.



On the right side of the workspace, you see the Adjustments panel docked in an area dubbed the Panel Bin. When in any one of the three editing modes (Quick, Guided, Expert), you find different panels. On the left side of the workspace, you see a Tools panel. Interacting with the items in the Panel Bin and using tools in the Tools panel provides you an enormous number of options for editing, improving, and stylizing your pictures.

## ***Making Basic Edits in Quick Mode***

For beginning users, the Quick mode in the Photo Editor is both powerful and easy to use. Follow these steps to make some simple changes to an image:

- 1. Open the Photo Editor and make sure the Quick tab is selected at the top.**
- 2. Choose File⇒Open.**

If Elements is your default editing application, you can also double-click your photo file in Windows Explorer or the Mac Finder, and the file opens in Elements.

- 3. In the Open dialog box that appears, navigate your hard drive to locate the file you want to open, select the file, and click Open.**
- 4. From the View drop-down list (in the upper left of the image window), choose Before & After - Horizontal, as shown in Figure [1-3](#).**



**Figure 1-3:** The before and after views in Quick mode.

## 5. Make edits to your photo.

Here's an introduction to two simple edits you can make in Quick mode:

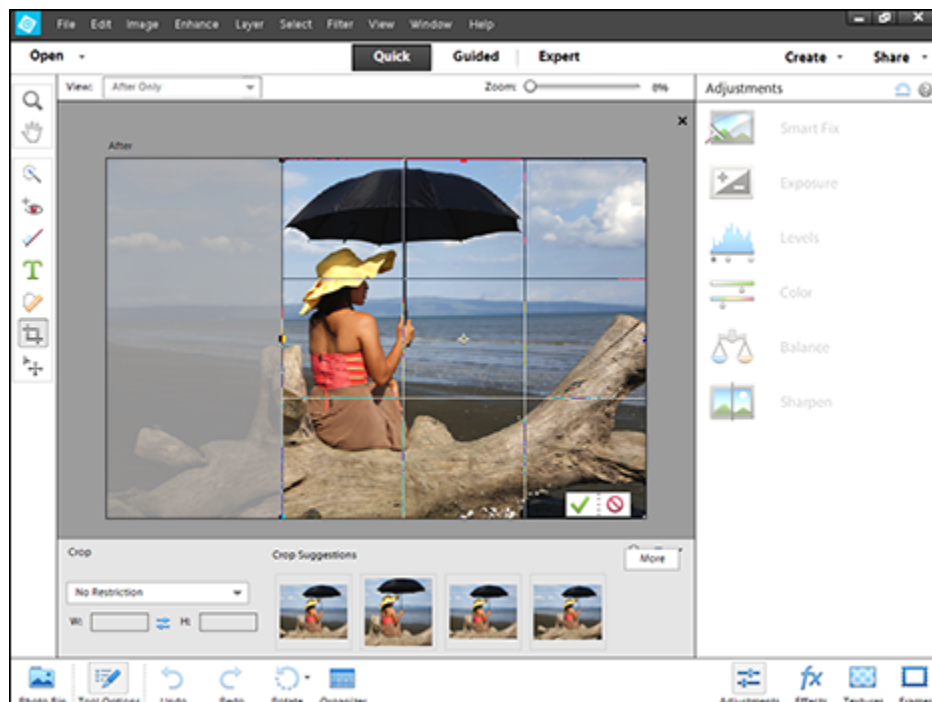
- *Apply a Smart Fix:* Click Smart Fix in the Panel Bin to see the options. To begin with, click Auto at the bottom of the Smart Fix panel and select the After view to see whether you like the changes.

As shown in [Figure 1-3](#), several items are listed in the Panel Bin below the Smart Fix option. Click an item to expand it and move the sliders, or click the thumbnail images to tweak the overall brightness, contrast, and color. In many cases there isn't a right or wrong adjustment. Play with the options to bring it close to your overall vision for the picture. For a more in-depth look at correcting photos in Quick mode, flip to [Chapter 10](#).

- *Crop the photo:* In the Tools panel on the left side of the window, click the Crop tool. You immediately see a rectangle on top of the photo. Move the sides to crop the image to your liking. When finished, click the green check mark, as shown in Figure [1-4](#), to accept your edit.



When making any one of a huge number of edits to your pictures, you often see icons on top of the image similar to what's shown in Figure [1-4](#). The green check mark accepts the edit you're making at the time the icons appear. The circle with a diagonal line is the Cancel button. Click this button when you don't want to apply the recent edit.



**Figure 1-4:** The Crop tool sized on a photo.

**6. Choose File⇒Save As and, in the Save As dialog box that opens, provide a new name for the**

**photo. Click Save.**

**Note:** When you use Save As and give your image a new name, you don't destroy your original image. You save a copy of the original with the new edits applied. For more on saving files, see the section "[Saving Files with Purpose](#)" later in this chapter.

## *Sharing a Photo*

After you edit your photo, you can print the photo to share with family and friends or post the photo on a social network.

Because sharing photos on social networks is extremely popular, we introduce you to the Elements sharing features with the following steps, which explain how you can use Elements to share your photo on Facebook:

### **1. Prepare the photo you want to upload to Facebook.**

Typically, digital cameras take photos sized very large — too large for an image that your friends and family will want to download quickly and view via Facebook on a computer screen or a mobile device. To adjust your image so it's the right size and resolution for viewing online, follow these steps:

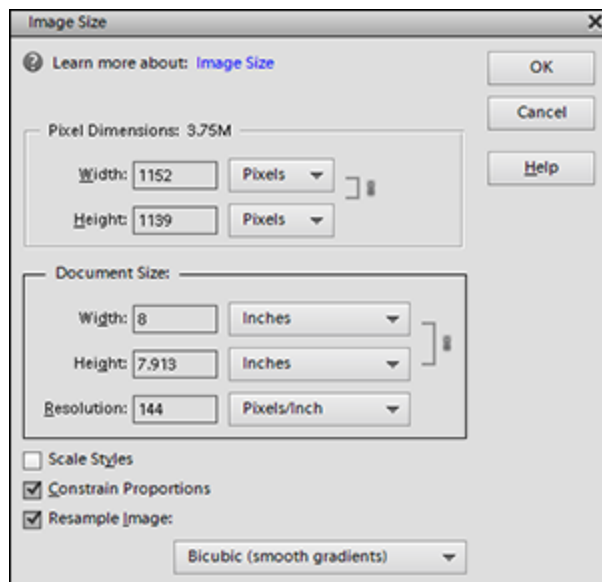
- a. *Choose Image⇒Resize⇒Image Size.*
- b. *In the Image Size dialog box that appears, enter your desired width (or height).*

Either Width or Height is fine because the image will maintain correct proportions by choosing either. A width between 6 and 8 inches works

well. Click the Pixels drop-down menu next to Width to choose Inches as your unit of measure.

- c. Type **144** in the Resolution box. For screen viewing only 72 ppi is fine. However if you want your friends to print the image, 144 is a better choice. You can use either resolution.
- d. Select the Resample Image check box and then click OK (see Figure 1-5).

The image is sized to a workable size for Facebook. In Chapter 2, you take a closer look at what these image-sizing options mean and how to choose the right settings for your prints or online images.



**Figure 1-5:** Resize an image in the Image Size dialog box.

## 2. Choose File⇒Save As⇒JPEG to save the file as a JPEG.

Note the location where you save the file on your hard drive. Chapter 2 also explains how to choose the right

file format for your images. (JPEG is one of many file formats that Elements supports.)

**3. Click Share in the top-right corner of the workspace to open the Share panel and then choose Facebook from the drop-down list.**

Elements enables you to upload to other services, like Twitter and Flickr, too. For details about the Share panel, flip to Chapter [15](#).

**4. Authenticate your account.**

A dialog box opens when you choose Facebook in the Share panel, prompting you to authenticate your account. To authenticate your account:

- a. *Click Authenticate in the dialog box.*
- b. *Fill in the text boxes for your Facebook login and password.*

Your authentication is complete.

**5. Click the Upload button to upload the file.**

When the file upload is complete, a dialog box opens and prompts you to view the uploaded file.

**6. Click Visit Facebook.**

Your photo is added to your Facebook account, as shown in Figure [1-6](#).